

JUSTIFICATION and REQUEST

For use when district has not used funding within the specified 3-year period

The K-12 California Public School Library Act of 1998 (Resource Code 6296)
The K-12 California Classroom Library Materials Act of 1999 (Resource Code 6292)

School districts may use this form when requesting approval to use library funds and/or classroom library funds that have not been expended within the specified three-year time period allotted for each apportionment. Refer to Expenditure Reports for expenditure time lines in any given fiscal year. For example, if library funds were apportioned in 1998-99 and the funds were not spent by June 30, 2001, a justification must be completed by the district to request an extension. The justification must *briefly* explain why the funds were not spent within the allotted time and a plan for spending the funds within the new fiscal year. Attach the justification to the appropriate Expenditure Report.

District name: _____

County and district code: _____

K-12 California Public School Library Act funds for FY: _____ - _____

Original entitlement amount: \$ _____

Remaining funds to spend: \$ _____

K-4 California Classroom Library Materials Act for FY: _____ - _____

Original entitlement amount: \$ _____

Remaining funds to spend: \$ _____

Brief narrative explaining why funds have not been spent within specified time period

Brief plan for using funds. Include date by which funds will be fully expended.

Signature of Authorized Agent	Title
Title	Date of Request